

**NJ Department of Environmental Protection  
Office of Air Quality, Energy and Sustainability**

**Hourly Position**

**Title:** Environmental Assistant

**Salary:** \$15 to \$20/hour  
(commensurate with experience)

**Closing Date:** September 17, 2015

**Vacancies:** 1

**Location:** 401 East State Street, Trenton, NJ

**Work Schedule:** Monday thru Friday-8:00 to 5:00  
(days & hours will be flexible)

**Position Information:**

Under the direction of the Assistant Commissioner's Office of Air Quality, Energy and Sustainability (AQES), the New Jersey Department of Environmental Protection is seeking a paid hourly employee to revamp its existing bureau websites and create websites for newly formed offices to align with recent reorganizational changes and missions. The goal is to give the overall Office website a cohesive design and contemporary feel that engages the public, regulated entities and other interested parties and allows them to easily navigate and find relevant information quickly.

**Requirements:**

Candidates for this temporary position must have the following qualifications:

- Comprehensive understanding of Adobe DreamWeaver CC 2015 and Photoshop.
- Knowledge and experience with website design techniques.
- Ability to comprehend technical material and relay it in public friendly language.
- Ability to write clearly and concisely and use Microsoft Word.
- Attention to detail.
- Interest in air quality, energy and/or nuclear/radiological issues is a plus.

**AUTHORIZATION TO WORK:** Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services Regulations. Note: The State of New Jersey does not provide sponsorships for citizenships to the United States.

**Note:** Completion of at least 2 years of undergraduate education is preferred.

If you are interested in this position, please send a cover letter, resume, a writing sample and links to website(s) designed by you electronically via email to the AQES at [AQESquestions@dep.nj.gov](mailto:AQESquestions@dep.nj.gov). Questions can be directed to Ms. Christine Schell at 609-292-0149.